

# Crossword Clues

## Across

1. The way a person forms letters and words in writing is called \_\_\_\_\_.
3. A person that studies and records history is a \_\_\_\_\_.
5. Colored liquid used to draw or write with is called \_\_\_\_\_.
7. How hot or cold something is called the \_\_\_\_\_.
9. If something is free from dirt it is \_\_\_\_\_.
11. Stored document of information is a \_\_\_\_\_.
13. The documents should be kept \_\_\_\_\_ or out of danger.
15. A way to keep documents together in a safe environment is called \_\_\_\_\_.
17. The county you live in is \_\_\_\_\_ County.

## Down:

2. A person who cares for records so they are kept safe and clean is an \_\_\_\_\_.
4. Something you write and record information on is called \_\_\_\_\_.
6. The first capital of New York is \_\_\_\_\_. (City you go to school in)
8. Guarding, protecting and keeping records in good condition so they last a long time is called \_\_\_\_\_.
10. Gathering information so you learn new things is called \_\_\_\_\_.
12. Keeping documents away from harm and danger is called \_\_\_\_\_.
14. A document is \_\_\_\_\_ if it has great value.